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DEFENSE ENERGY SUPPORT CENTER
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MEMORANDUM FOR COMMANDER, AIR FORCE PETROLEUM OFFICE

SUBJECT: Year-End Inventory Reconciliation Process

As we rapidly close in on the end of this extremely busy and eventful fiscal year, once again I ask for your continued support to ensure a successful fiscal year close out. Our goal is to ensure the September 30, 2002 inventory reflects, as closely as possible, the actual on-hand inventory at all Defense Fuel Support Points (DFSPs) for all products. In order to accomplish this we need everyone to devote special attention to accomplishing the following tasks:

a. All transactions that occur prior to 2400 hrs. September 30, 2002 must be recorded by 0800 hrs. EST, October 1, 2002. (Reference AFAFO/FMFA, Memorandum for DFAS-DE Field Sites and ALMJCOM-FOA/DRU/FMF, sent out August 26, 2002.)

b. A September 30, 2002 physical inventory must be reported for all ledgers no later than 1700 hrs. EST, October 1, 2002. The physical inventory must reflect the total amount of fuel in your inventory as of the last calendar day of the month.

c. Complete inventory reconciliation is due no later than 1700 hrs. EST, October 1, 2002, although a normal monthly reconciliation goal is not later than the sixth of the month. End of year accounts not reconciled by October 1, 2002 may lead to inaccurate DESC inventory and year-end financial records. Hence, your assistance in helping us meet the goal of early, accurate and complete reporting is critical.

d. The Office of the Secretary of Defense has compressed the timeline for the preparation of financial statements this fiscal year and as a result, DESC systems will be available on Saturday, September 28 and Sunday, September 29 to aid in the timely processing of transactions.

The timely reporting of transactions documenting receipts of fuel from contract assets is especially important so that invoices can be processed for timely payment without incurring interest penalties. Timely reporting of receipts, sales, and physical inventories will also prevent erroneous negative inventories from being recorded in our financial records and the untimely processing of obligations and bills.

Once again this year, Deloitte & Touché, the DLA auditor, will be reviewing the processing of transactions at year-end to determine the impact to our FY 2002 financial statements, with special emphasis on timely reporting. Failure to report activity and inventory levels within the time frames specified above would likely result in an adverse audit findings that won't bode well for any of us, so please give it your best effort.

Attached to this letter are specific instructions for the U.S. Air Force personnel responsible for updating the Air Force Line-of-Accounting Table at the FAS Enterprise Server (FES).

In closing, I want to say the events of the past 12 months have been as dynamic and challenging as any the DoD fuels community has seen in many years. Operation Enduring Freedom really tested the mettle of the DoD fuels community and I'm proud to say we came through with flying colors. From the Airman in the field all the way through to the civil servants and contractors behind the scenes, the POL community has always found a way to make even the seemingly impossible happen. Thank you all for the magnificent job this past year and for the extra effort to make this one of the smoothest end-of-year closeouts yet! Please ensure this letter receives the widest dissemination possible.

for JEFFREY A. JONES
Director

Attachment

cc:
Commander, DESC Americas
Commander, DESC Europe
Commander, DESC Middle East
Commander, DESC Pacific

Attachment 1: Procedures for USAF Line-of-Accounting(LOA) Table In FAS Enterprise Server (FES)

1. **Adding a record:**
   a. Select "Ground Fuel" or "Aviation"
   b. Select "Add New Record"
   c. Enter the appropriate information
   d. Select "Add" at the bottom of the screen
FES displays, "Record Added. Click here to go to previous screen."
NOTE: A user should never add a record containing the same DoDAAC/ORG/MDS combination as an existing record, even with a different start date. If other attributes (e.g., ADSN) require updating on an existing LOA, use the instructions below for "Updating a record."

2. **Updating a record:**
   a. The user may only update existing records. A default record, "99s" in the RC/CC field, is created when a sale transaction is entered into FES for which there is no active LOA. The user must update the fields with default 99s with the appropriate information. This same process applies when end-dating an existing LOA for Ground or Aviation and replacing it with new information.
      i. Select "Update" on the LOA record that requires the change.
      ii. Change the appropriate information
      iii. Enter the effective date ("Start Date") of the change. Process date of the change will be the date of entry in FES, i.e., today's date. (Do not enter an End Date on the existing record. FES will automatically end-date the preceding record effective the day prior to the "Start Date" of the new LOA data and move it to the LOA History table.)
      iv. Select "Update"
   b. FES displays, "Record updated. Click here to go to previous screen."
   c. NOTE: All transactions processed after the *process date* of the update will have the new (current) LOA information applied, unless the actual date of the transaction precedes the effective Start Date of the current LOA record. In that event, FES will apply the LOA information from the LOA History table corresponding to the effective date of the transaction. However, transactions processed previous to the process date of the LOA update – regardless of the update Start Date entered – will be processed against the LOA data that was current at the time of their processing. I.e., there is currently no capability to apply updated LOA information against previously processed transactions.

3. **Deleting a record** (For use only when removing/terminating - sending the record to the History file - a record is the desired outcome. To change a record, see instructions above for "Updating a record."):
   a. Select "Delete" on the LOA record that requires the deletion.
   b. FES displays, "Are you sure you want to Delete?" (Options are "OK" or "Cancel")
   c. Select "OK:
   d. FES displays, "Record deleted." FES will store the deleted record on the LOA History table with an end date of the date of deletion.